

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION
OLYMPIA, WASHINGTON 98504**

July 12, 2006

TO WHOM IT MAY CONCERN:

SUBJECT: Contract Management and Tracking System (CMATS) Training Schedule

Training for contractor personnel on the Contract Management and Tracking System (CMATS). The CMATS system will allow electronic submittal of information in place of the quarterly and annual reports of the amounts paid to Disadvantaged, Minority and Women's owned participants required on public works contracts. This will reduce the paper work required to be submitted under contract and eliminate errors as a result of data being entered several times. Several training sessions have been set up around the state to provide training to contractors' personnel. The recommended participant would be the individuals within the Company that are responsible for filling out WSDOT forms 421-023 or 422-102. Contact Fatema Aboutalep, DMWBE Assistant at (360) 705-7092 or AboutaF@wsdot.wa.gov to register. All classes are scheduled from 1:00 pm to 4:00 pm.

Class Date	Location
August 1, 2006	NWR Bellingham Maintenance Facility 3920 Airport Way Bellingham WA
August 2, 2006	NWR large Cafeteria Conference Room 15700 Dayton Ave N Shoreline WA
August 3, 2006	Kent Fire Station #73 (West Hill) 26512 Military Rd. Kent WA
August 9, 2006	Eastern Region Spokane County Conference Room 2714 N. Mayfair Street Spokane WA
August 10, 2006	North Central Region Area 1 Maintenance 2830 Euclid Ave Wenatchee WA
August 11, 2006	Pasco Maintenance Facility Conference Room 1812 N 4 th Ave Pasco WA

Class Date	Location
August 15, 2006	South West Region Conference Rm 124 11018 NE 51 st Circle Vancouver WA
August 16, 2006	WSDOT State Materials Laboratory 1655 South 2 nd Ave SW Tumwater WA
August 17, 2006	Tacoma Municipal Building Conference Rm 16 733 Market Street Tacoma WA
September 6, 2006	NWR HQ Large Conference Rm 15700 Dayton Ave N Shoreline WA
September 7, 2006	Edna Lucille Goodrich Building Tumwater Office Building 7345 Linderson Way SW Tumwater WA
September 8, 2006	Eastern Region Spokane County Conference Rm 2714 N Mayfair Street Spokane WA

